

**MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS
OF THE
RIVER VIEW VISTA ESTATES OWNERS ASSOCIATION**

- CALL TO ORDER** Pursuant to call by the President of the Association, the fourth quarter meeting of the Board of Directors was held on November 20, 2020, at 4:00 p.m. at the meeting room at 8300 Coopers Hawk Drive in Redmond, Oregon.
- ATTENDANCE** Directors present included Shirley Braunstein, Fred Duhring, Brett Moshofsky, Steve Sansone, and Ernie Taylor. Attendance by Shirley, Fred, Brett and Ernie was accommodated via Zoom conference. Also present were staff members Mark Owings, Hannah Henson and Debbie Hahn. Steve Sansone, President, presided at the meeting, and Debbie Hahn recorded the minutes on behalf of the Secretary.
- CONSENT TO AGENDA** The meeting was called to order at 4:08 p.m. and Directors unanimously consented to the agenda as presented.
- APPROVE PRIOR MEETING MINUTES** Reading of the prior meeting minutes dated September 18, 2020 was waived and Brett moved to approve the minutes as amended. Ernie seconded the motion and it passed unanimously.
- OLD BUSINESS** None pending.
- NEW BUSINESS**
- FINANCIAL REPORT** Mark Owings provided the financial report, which included the financial summary (“Attachment 1”) and internally prepared third-quarter 2020 financial statements (“Attachment 2”). Mark reviewed the material variances as outlined in the financial summary. Management was directed to provide information at an upcoming meeting detailing what line items are charged differently in the budget for whole owned units vs. fractionally-owned units.
- Following discussion and upon motion duly made (ET) and seconded (BM), the following resolution was unanimously approved:
- RESOLVED, that the financial report submitted by Mark Owings including “Attachment 1” and “Attachment 2” be hereby approved subject to review.**
- Resolution 2020-11.20-01*
- RESERVE EXPENSES** Hannah Henson presented the Evaluation of Reserve Account Expenditures vs. Budget per 2020 Reserve Study (“Attachment 3”) noting there are no variances requiring approval. There were no actions requested of or taken by the Board.
- OPERATIONS REPORT** Hannah Henson presented the written operations report (“Attachment 4”). Hannah noted a payment was recently received for fines assessed against a member of the Association and was applied toward related legal fees. Hannah further noted the payment will be reflected on the 12/31 financial statements.
- ELECTION OF OFFICERS** Following nominations by directors, and upon motion duly made (BM) and seconded (SB), the following resolution was unanimously approved:
- RESOLVED, that the following persons are elected to the corporate offices set forth opposite their respective names, to serve until the next**

meeting of directors following the members' annual meeting in 2021, and until their respective successors shall be elected and qualified:

Steve Sansone – President

Ernie Taylor – Vice President

Hannah Henson – Secretary

Fred Duhring – Treasurer

Resolution 2020-11.20-02

**TRAVEL/LODGING
EXPENSE POLICY**

Directors reviewed and affirmed the current expense policy for the 2020/2021 board year. The current policy was read, and is copied here for reference purposes:

“Transportation costs are allowed based on the most prudent mode of travel as determined by each director. If driving, a mileage rate will be paid at the then current IRS mileage rate. Air travel will be reimbursed at cost. Lodging, as needed to accommodate for the meeting schedules (1-2 nights), will be provided by the Association at the resort property. In addition, communication costs will be reimbursed to directors at cost upon receipt of a bill.”

Following discussion, and upon motion duly made (BM) and seconded (ET), the following resolution was unanimously approved:

RESOLVED, that the 2020/2021 Travel/Lodging Expense Policy be hereby approved.

Resolution 2020-11.20-03

**2021 ASSOCIATION
BUDGET**

Mark Owings reviewed the budget summary (“Attachment 5”) and proposed 2021 Association Budget, reviewing individual line items with directors. Following discussion, the Board directed management to include fees in the 2021 budget to place glass containers in the garbage/recycling corrals and put on a schedule for regular emptying. Directors agreed on a final budget including discussed addition for the glass recycling expense in the Waste Removal line item, and a minor edit to the Director Travel line item (“Attachment 6”).

Next, Hannah presented the 2021 Association Reserve Study (“Attachment 7”), including the proposed list of planned annual expenditures for 2021.

Following discussion and upon motion duly made (BM) and seconded (ET), the following resolution was unanimously approved:

RESOLVED, that the River View Vista Estates 2021 Association Budget (“Attachment 6”) be approved as presented; and

BE IT FURTHER RESOLVED that the 2021 Reserve Study (“Attachment 7”), including the proposed 2021 expenditure schedule, be hereby approved.

Resolution 2020-11.20-04

Ernie commented that the Board is approving a budget that includes many line items that this Board does not have any authority over, and asked if the Association Board of Directors can review fractional budgets even though they don't have the authority to approve them. Management indicated this is likely

outside of the authority of the Board, but Hannah will review the governing documents to confirm if this type of review is a possibility.

**OTHER NEW
BUSINESS**

Management requested to provide directors with meeting dates for 2021 via email within the next two weeks and the Board agreed. The Board noted a preference for meetings to be held on Fridays.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:50 p.m.

Secretary to the Association